



West Los Angeles College

OFFICE HOURS

TO: All Faculty

**FROM: Robert Sprague
Vice President of Academic Affairs**

**RE: Office Hours and Syllabi
Spring 2009**

Dear Faculty Member:

All LACCD Faculty are paid to keep office hours. Full-time Faculty are paid to keep five office hours per week, and hourly-rate Faculty are paid to keep ten minutes of "office" time for each hour the class meets.

In order to help us help our students, please fill in your office information on the form below, attach your syllabus or syllabi, and return them to Linda Thompson in Academic Affairs, or to Mailbox #405 in the Faculty Support Center.

On each syllabus, please indicate the *WLAC* course name and number (e.g., English 101), the *current* semester (spring 2009), the time and location of the class, your office and hours, and a telephone contact number or e-mail address.

Students (and Staff) rely on this information, so thank you in advance for your assistance.

Name

Office Location

Telephone or E-Mail

OFFICE HOURS

Monday	Tuesday	Wednesday	Thursday	Friday